

Retention and Classification Report

Agency: Salt Lake City (Utah). Business Licensing and Permits Office
(1555)
City & County Building
451 South State, Room 225
Salt Lake City, UT 84114-5458

Records Officer

00118	Burglar alarm permits
00125	Business license payments
00116	Business license records
00121	Central Business Improvement District tax records
00117	Certificate of license
00124	Complaints
00122	Current business license information
00123	License bonds
00120	Survey of unlicensed businesses
00119	Taxicab inspection records

AGENCY: Salt Lake City (Utah). Business Licensing and Permits Office

SERIES: 118

3

TITLE: Burglar alarm permits

DATES: 1982-

ARRANGEMENT: Alphabetical by business or person's name.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a copy of a form showing which businesses or private premises are equipped with burglar alarm systems. This record is used to monitor the consistency of activation, as fines are imposed upon units for frequent false alarms. Permits are processed by Licensing, but enforced by City Police Department. Permits are effective until alarm or business is discontinued (Salt Lake City Ordinance 20-35-1 thru 22). These permits include date permit number; name of business or resident; name address and phone number of alarm company installing alarm; names of persons to notify if alarm goes off; and type of alarm system installed.

RETENTION:

Retain 7 years after removal of alarm system.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after removal of alarm system and then destroy.

AGENCY: Salt Lake City (Utah). Business Licensing and Permits Office

SERIES: 125

3

TITLE: Business license payments

DATES: 1983-

ARRANGEMENT: None.

ANNUAL ACCUMULATION:

DESCRIPTION:

This an automated information system that shows payments of all business licenses. This information includes name, amount, address, date, and Central Business Improvement District payments.

RETENTION:

Retain 2 years.

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Agency Record Center for 1 year and then tape.

Computer magnetic storage media: Retain in Agency Record Center for 2 years and then tape.

AGENCY: Salt Lake City (Utah). Business Licensing and Permits Office

SERIES: 116

3

TITLE: Business license records

DATES: 1946-

ARRANGEMENT: Numerical by category number.

ANNUAL ACCUMULATION: 2.20 cubic feet.

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain 4 years after business terminates.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 2.

AUTHORIZED: 03/15/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after business terminates and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

Optical disks: Retain in Office for 4 years after business terminates and then destroy.

APPRAISAL:

AGENCY: Salt Lake City (Utah). Business Licensing and Permits Office

SERIES: 116

TITLE: Business license records

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Salt Lake City (Utah). Business Licensing and Permits Office

SERIES: 121

3

TITLE: Central Business Improvement District tax records

DATES: 1983-

ARRANGEMENT: Alphabetical by business name.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These records monitor payments levied on downtown businesses for the Central Business Improvement District. Improvements made under this special district include beautification projects, new bus docks, trees, and planters. This record includes business address, mailing address, city identification number, amount paid, and signature of responsible person.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1986

FORMAT MANAGEMENT:

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Paper: Retain in Office for 7 years and then destroy.

AGENCY: Salt Lake City (Utah). Business Licensing and Permits Office

SERIES: 117

1

TITLE: Certificate of license

DATES: 1979-

ARRANGEMENT: Numerical by assigned number.

ANNUAL ACCUMULATION: 1.10 cubic feet.

DESCRIPTION:

This is the city's copy of an annual certificate of license that is mailed to business owners for display in business per SLC Ordinance 20-1-15. Licenses are good for one year or any part of that year. All licenses expire on December 31 of each year and must be renewed. These licenses include type of business, commencing and expiration dates, date processed, and name and address of business.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

AGENCY: Salt Lake City (Utah). Business Licensing and Permits Office

SERIES: 124

3

TITLE: Complaints

DATES: 1983-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are the actual incoming telephone messages received by an entity. They normally include date, time, names of person receiving and leaving message, and action request (e.g., return call, etc).

RETENTION:

Retain 1 year or until resolution.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 73.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year or until resolution and then destroy.

APPRAISAL:

AGENCY: Salt Lake City (Utah). Business Licensing and Permits Office

SERIES: 122

3

TITLE: Current business license information

DATES: 1978-

ARRANGEMENT: None.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is automated current business license information for all businesses in Salt Lake City, such as restaurants, stores, apartment houses, attorneys, beer halls, etc. A computer printout is regularly received and shows the current status of each business. This information includes name of business, identification number, owner, address, description of business, mailing address, license status, date entered in original application date, date terminated, amount paid for license, Central Business Improvement District Information, and any pertinent information necessary for type of business.

RETENTION:

Retain 2 years after business license terminates.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Computer magnetic storage media: Retain in Agency Record Center for 2 years after business license terminates and then erase.

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Salt Lake City (Utah). Business Licensing and Permits Office

SERIES: 123

3

TITLE: License bonds

DATES: 1975-

ARRANGEMENT: Alphabetical by business name.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are bonds and insurance required by city ordinances of certain types of businesses for them to obtain a business license. Businesses required to be bonded: private detectives, pawn brokers, auctioneers, messengers, delivery services, and employment agencies. All towing and cab companies are required to have insurance. This information includes bond or insurance number, name of business, address, amount of bond or insurance, date type of business, and signatures of persons involved.

RETENTION:

Retain 7 years after bond cancels, insurance expires, or business closes.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after bond cancels, insurance expires, business closes and then destroy.

AGENCY: Salt Lake City (Utah). Business Licensing and Permits Office

SERIES: 120

3

TITLE: Survey of unlicensed businesses

DATES: 1982-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are the results of an annual survey taken to monitor unlicensed businesses in Salt Lake City. These surveys include correspondence, printout of licensed businesses by address, tenant lists, business license applications, and record of unlicensed businesses.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1986

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then destroy.

AGENCY: Salt Lake City (Utah). Business Licensing and Permits Office

SERIES: 119

3

TITLE: Taxicab inspection records

DATES: 1983-

ARRANGEMENT: Chronological, thereunder Numerical by cab number.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This is a record of inspection of licensed taxicabs completed every six months to monitor meter activity and for periodic safety checks. A sticker is attached to cabs that have passed inspection. These records include license plate number, serial number, make and model of cab, and date of inspection.

RETENTION:

Retain 1 year after cab is taken out of business.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1986

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year after cab is taken out of service and then destroy.